

**MINUTES
CIVIL SERVICE COMMISSION
Monday, August 17, 2009 @ 8:30 AM**

Minutes of the regular meeting of the Civil Service Commission held Monday, August 17, 2009 @ 8:30 AM:

**IN ACCORDANCE WITH A DECISION OF THE CIVIL SERVICE COMMISSION,
MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE, MOTIONS MADE,
AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 8:31 AM with Commissioner Judi Kozak present. Also present was Executive Secretary Ken Kelley, Fire Chief David Berardesca, and Library Director Bob Gualtieri.

Review and action on the minutes of the August 3, 2009 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to amend the minutes to read:

Review and action on the eligibility list for Entry-Level Police Officer. **There was no action taken. List expired on 08/06/09.**

Review and action on the following eligibility lists(s):

- a) Entry-Level Fire Fighter. There was no action taken, the list expired on August 22, 2009.
- b) Information Technology Technician. There was no action taken, the list expired on August 22, 2009.
- c) Account Clerk #9 (BOE). On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- d) Sergeant/PD. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- e) Lieutenant/PD. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.

Certification of the following eligibility lists:

- a) Clerk #7/BOE. On a motion by Chairman Oneal, seconded by Commissioner Kozak. It was the unanimous decision of the Commission to certify the list for a six (6) month period.
- b) Library Technical Assistant. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six (6) month period.

Review and action on the promotional applications for:

- a) Account Clerk (3). On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would continue on in the process.
- b) Clerk #6/BOE. There were no applicants.

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Request from Town Clerk Vera Morrison regarding the temporary appointment of Marguerite Yacono to Assistant Town Clerk, and the temporary appointment of Joanne Cifarelli to Lane Records Technician, effective September 1, 2009. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the temporary appointments for a five (5) month period, or until someone is appointed, whichever occurs first.

Under New Business was a request from Executive Secretary Ken Kelley to add the applications of three (3) Certified Fire Fighters who had recently submitted their CPAT certifications (after the July 10, 2009 closing date). On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to add his request to the Agenda. On a motion by Commissioner Kozak, seconded by Chairman Oneal, it was the unanimous decision of the Commission to accept the applications as meeting the qualifications and to continue on in the process.

On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn @ 8:55 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary